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**From:** Taugher, Helen (DPH) <Helen.Taugher@state.ma.us>  
**Sent:** Friday, March 26, 2010 1:06 PM  
**To:** 'Lobik Stephen'; Nathhorst Richard P.; 'tdshaw@facil.umass.edu'  
**Cc:** Connolly, Grace (DPH); Dunn, Ceci (DPH); Cocoros, Noelle (DPH); 'Conant, Mary (DPH)'; Shattuck, Kathleen (DPH); 'Popstefanija, Marija (DPH)'; 'Merriam, Carolyn (DPH)'; Long, Suzanne (DPH); Taugher, Helen (DPH); 'Hanchett, James (DPH)'  
**Subject:** Amherst DPH renovations

Please include all of the above emails in communications with MDPH regarding the renovations to the UMass Amherst site.

Questions that arose today:

An overall timeline would be helpful to know when personal items need to be removed.

Who is the contact regarding the DPH server located at UMass - who will be responsible for the moving of the server and connections to the sever for all of the DPH personnel, UMass or DPH and who is the contact person for that?

Who is responsible for moving of equipment?

First, equipment that needs to be put into storage and where will that storage occur?

Second, the office currently located in 424 when it moves to 244?

Whether or not DPH can accept new furniture from the University to outfit the office and who will pay for maintenance on donated equipment (they suggested a comprehensive fax, copier, printer, scanner). Steve would like to have a meeting Monday at 1:00 to talk with the furniture person - perhaps a decision about furniture can be conveyed to him directly and cc'd to us.

Helen

Helen Crean Taugher DNPc MPH RN  
Regional Immunization Nurse - Western Region  
Massachusetts Department of Public Health  
Bureau of Infectious Disease Prevention, Response and Services  
413-545-6604